# ENTERING CLIENT RELATIONSHIPS

CREATION DATE: May 25, 2007


Pointers to Remember:

1. Relationship information is client specific and should be entered for each client in FACES.NET.
2. Relationships can be identified and entered on the Relationships screen for the given client.
3. Caretakers for clients are identified on the Relationships screen.

Steps include:

Step 1: Place a case in focus by clicking on the word My Assignments from the left window pane.

Step 2: Highlight the identified case from the Workload List.

Step 3: Click on Show.

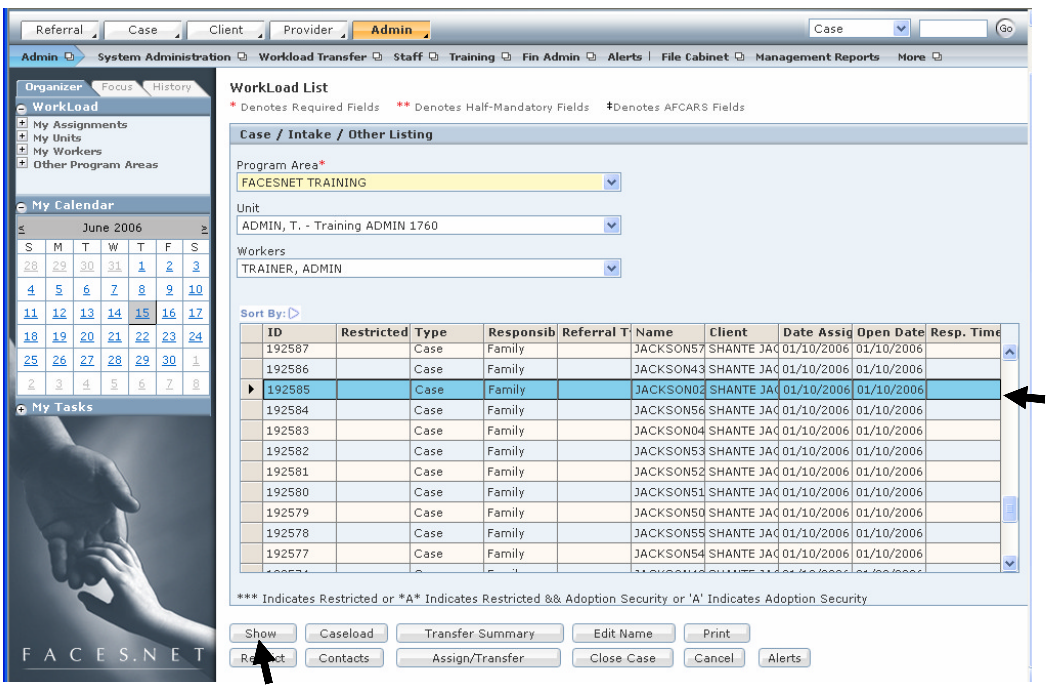



Figure 1

Step 4: Hold cursor over the Case drop down menu, and Client.

Step 5: Click Clients List.

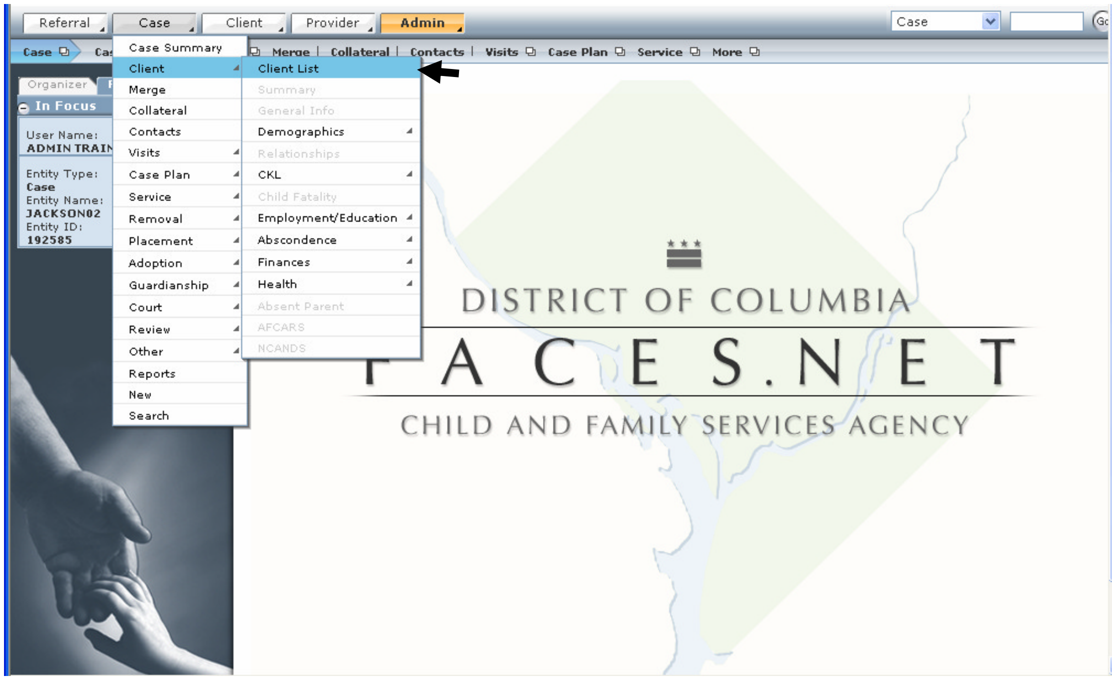
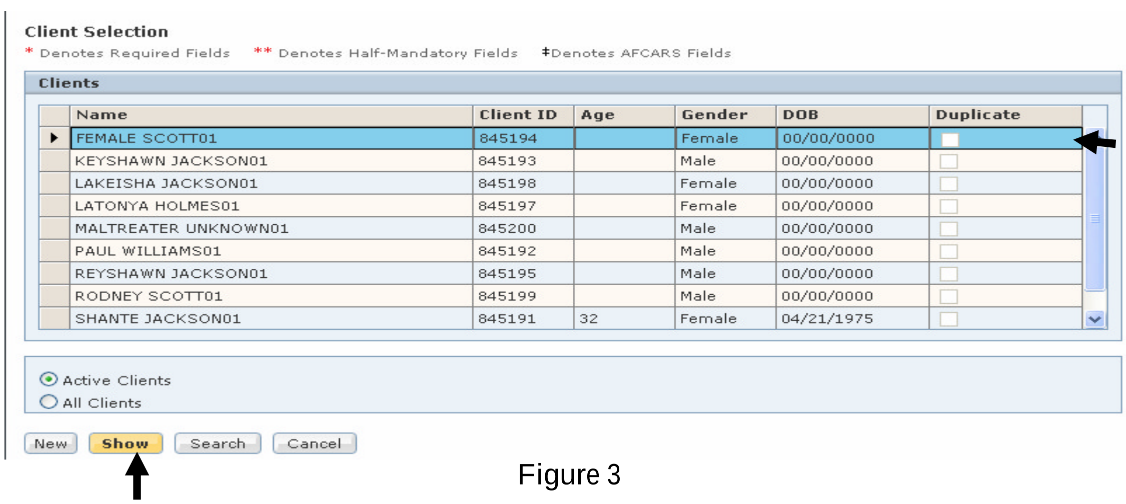



Figure 2

Step 6: Highlight the identified client from the Client Selection list.

Step 7: Click Show.



Client Selection

* Denotes Required Fields ** Denotes Half-Mandatory Fields ‡Denotes AFCARS Fields

Clients

| Name | Client ID | Age | Gender | DOB | Duplicate |
|---|---|---|---|---|---|
| FEMALE SCOTT01 | 845194 | | Female | 00/00/0000 | |
| KEYSHAWN JACKSON01 | 845193 | | Male | 00/00/0000 | |
| LAKEISHA JACKSON01 | 845198 | | Female | 00/00/0000 | |
| LATONYA HOLMES01 | 845197 | | Female | 00/00/0000 | |
| MALTREATER UNKNOWN01 | 845200 | | Male | 00/00/0000 | |
| PAUL WILLIAMS01 | 845192 | | Male | 00/00/0000 | |
| REYSHAWN JACKSON01 | 845195 | | Male | 00/00/0000 | |
| RODNEY SCOTT01 | 845199 | | Male | 00/00/0000 | |
| SHANTE JACKSON01 | 845191 | 32 | Female | 04/21/1975 | |

Active Clients
All Clients

New Show Search Cancel

Figure 3

Note: The selected clients' name you select here will populate to the Client 2 field on the Client Relationship Case screen.

Step 8: Hold cursor over the Case drop down menu, and then Client.

Step 9: Click Relationships.

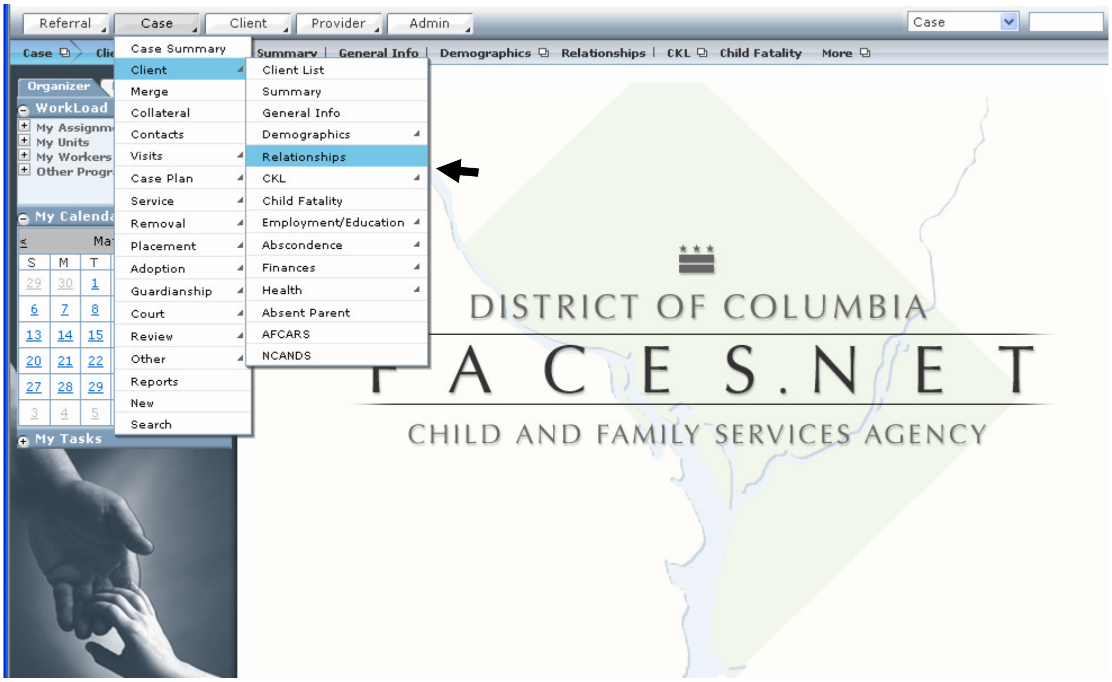



Figure 4

Step 10: Select Client 1* from the pick list.

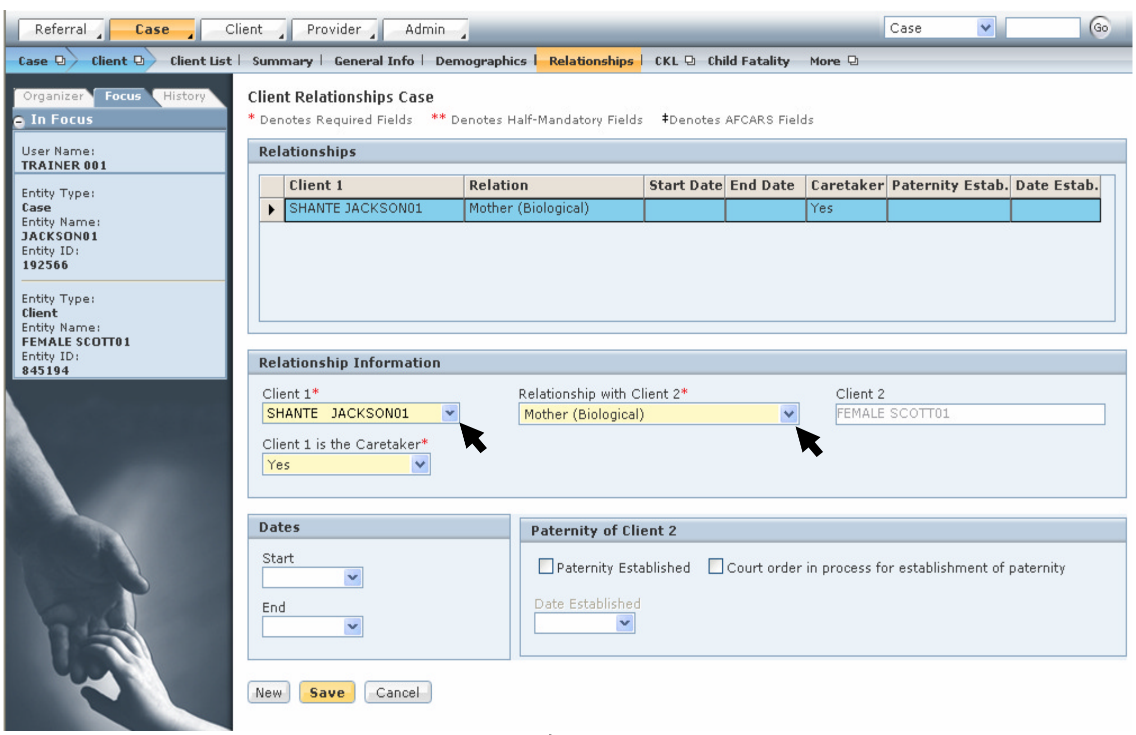



Figure 5

Step 11: Select the relationship from the Relationship with Client 2* pick list.

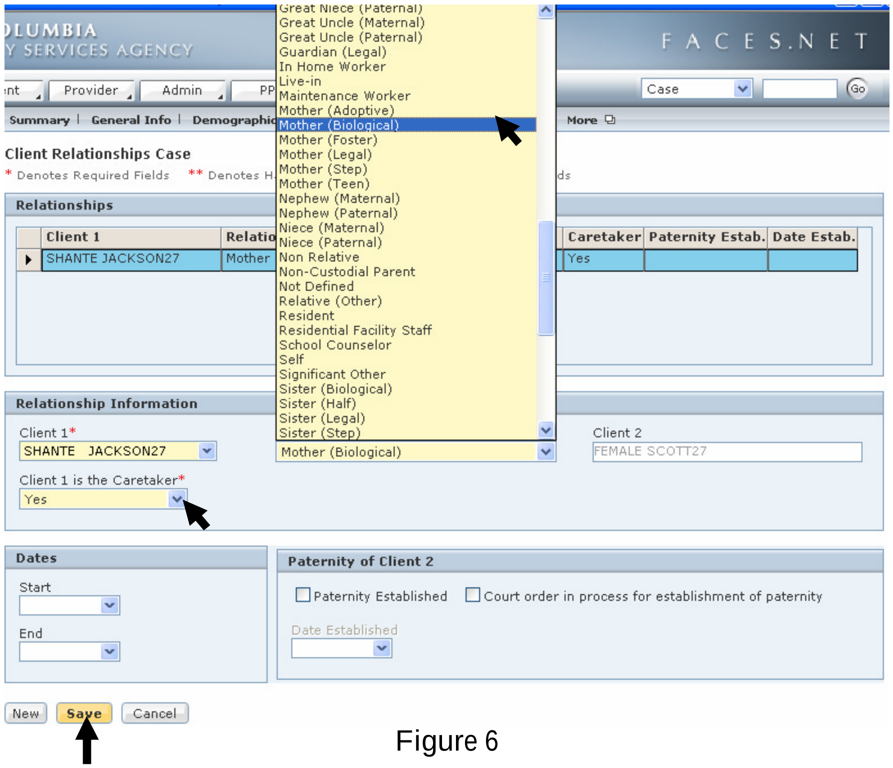


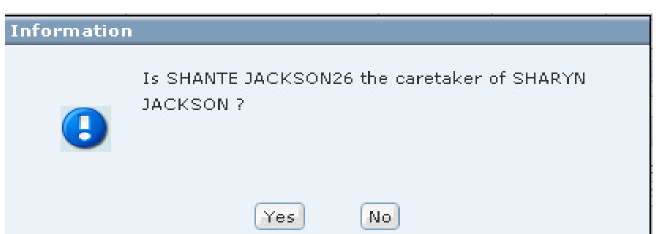

Figure 6

Step 12: Complete the Client 1 is the Caretaker* field.

Step 13: Click Save.

Note:

- When a relationship is identified and the record is saved, FACES.NET will create the reciprocal relationship to that client in the identified Client 1 record.
- The Client 1 is the Caretaker* field must be completed for each record. The worker must answer Yes or No as deemed appropriate. If you answer No then after you have clicked Save, you will get a message box asking you to verify the relationship information between the client and the caretaker.




- Clicking Yes will cause the relationship fields to be updated accordingly.
- Clients listed in the Client 1* pick list are pulling from the Client List screen.
- Client 2 is the client record that is in focus. This field is grayed out.
- All relationships are established or identified to the client that is in focus or appears in the Client 2 field.